

CALIFORNIA LEGISLATURE
CHIEF CLERK OF THE ASSEMBLY



**LEGISLATIVE INTERNSHIP
PROGRAM**

2002 APPLICATION PACKET

**APPLICATIONS AND RESUME DUE
BY 4 PM. TUESDAY, OCTOBER 23, 2001**

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APPLICATION INCLUDED IN THIS PAMPHLET



PAID LEGISLATIVE INTERNSHIPS: A RARE OPPORTUNITY TO EARN WHILE YOU LEARN

GETTING YOUR FOOT IN THE CAPITOL DOOR

What better way for students of government to learn the legislative process than to actually BE A PART of the process itself? Since 1989, UC Davis and CSU Sacramento students have been given the unique opportunity to work as full - time Capitol staffers for several months while earning a salary, significant course credit, and most importantly, gaining an insider's view of the California Legislature. Most other Capitol internships are part - time, volunteer positions with little college credit.

With the Chief Clerk's program, students learn the legislature process and gain valuable work experience in an intense and often exciting location. The Chief Clerk's interns are granted ACCESS TO THE ASSEMBLY AND SENATE FLOORS during session, a privilege bestowed only upon Members of the Legislature, Sergeants at Arms, and the Chief Clerk's staff.

Graduates of the program use their Capitol experience to market themselves to prospective employers. Some go on to become legislative Fellows, full-time Capitol staffers, and lobbyists, while others use the experience as a transitional step before attending graduate School or pursuing other fields.

WHAT DO THE INTERNS DO?

As legislative clerks, the interns perform official duties such as amending legislation, processing bills, amendments, and analyses, and enrolling legislation to the Governor and Secretary of State. Interns are responsible for tracking floor amendments, distributing Materials to Members, answering phones, and heavy photocopying. Since the interns work on official acts of the Legislature, the work is very detail - oriented.

Although the work is important and time-consuming, interns are exposed to the heated debates, parliamentary maneuvering, and important floor votes on controversial issues. The Capitol is truly a DYNAMIC AND INTENSE working environment.

LEGISLATORS, LOBBYISTS, AND JOURNALISTS meet with the five Interns numerous times during their employment at the Capitol as part of the Enrichment Program.

The Capitol is THE place for students of government to learn the players and the processes in the legislature arena.

2002 Internship Job Descriptions

Five Positions Available

Desk Clerk

Dates: Jan 16 – Sep. 15, 2002

Locations: Assembly Chambers.

Primary Responsibilities: Assist the Assistant Chief Clerk with processing of legislation, amendments, bill introductions, and other duties as needed. Maintain publication shelves in Chamber. Amend bills, photocopy amendments and analyses. Coordinate amendments tracking on the floor, answer phones, use computer.

Amending Clerk (2)

Dates: March 25 – Sep. 15, 2002

Locations: Chief Clerk's Office and Assembly Chambers.

Primary Responsibilities: Amend bills, draft mock-ups of bills as amended by the Assembly. Proofread amendments, answer phones, and perform other duties as required.

Engrossing and Enrolling Clerk

Dates: March 25 – Sep. 15, 2002

Locations: Satellite office in Historic Capitol basement.

Primary Responsibilities: Assist Engrossing Clerk with administrative duties relative to proofreading of bills. Answer phones, file, fill-out paperwork. Serve as liaison with Senate, Governor's Office, and Secretary of State. Perform proofreading, running of errands, and other duties when necessary.

Floor Analysis Assistant

Dates: March 25 – Sep. 15, 2002

Locations: Floor Analysis Unit of Chief Clerk's Office.

Primary Responsibilities: Assist Floor Analysis staff with administrative duties relative to collating, editing, and filing of committee analyses. Use computer, answer phones, and work long hours during busy times.

(you may email questions to brian.ebbert@asm.ca.gov)

All positions require long hours when the Legislature nears certain deadlines. Endurance, promptness, professionalism, ability to work well in a team environment, attention to minute detail, and a positive attitude are absolutely required for each position.

How to Apply

Application Process

Students should attend the informational briefing (see below) on their campus to determine if they wish to apply. Applications can be picked up in Room 1273 Soc. Sci. & Humanities Bldg. At UCDavis, the Government Dept. at CSUS or Room 3196 of the State Capitol. Direct questions to Brian Ebbert at (916) 319-2364.

Application/Resume Deadline

Applicants must turn in resumes and applications to the UCD Poli. Sci./I.R. Student Services, the CSUS Government Department, or the Chief Clerk's Office (Room 3196 State Capitol) by

4 P.M. on TUESDAY, OCTOBER 23, 2001

On-Campus Informational Meetings

Representatives from the Assembly Chief Clerk's Office will be on campus to give an overview of the program, and to answer students' questions at the following times:

UC DAVIS
THURSDAY, OCT. 11, 2001
INTERNSHIP AND CAREER FAIR
10 A.M. TO 2:30 P.M. AT TABLE IN REC HALL
UCD CAMPUS
AND
FRIDAY, OCTOBER 12, 2001
2 TO 3 P.M.
ROOM 273, SOCIAL SCIENCES BUILDING
(CONFERENCE RM.)

CSU SACRAMENTO
WEDNESDAY, OCTOBER 10, 2001
3 - 4 P.M. - ROOM 104 BRIGHTON HALL

How to Apply

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Application Timeline

October 1 – October 23	Accepting applications/resumes
October 10	CSUS meeting – 3 p.m.
October 11	UCD Internship & Career Fair
October 12	UCD Meeting – 2 p.m.
October 23	Application/resume deadline – 4 p.m.
October 29-31	Interviews at Capitol
Mid November	Applicants notified of results

Screening

Applicants will be screened by each campus to verify student status and GPA.

Interviews

Applicants will be contacted October 24 to 26 to schedule interviews. The panel-style interviews will be held October 29 to 31 at the State Capitol. Applicants will be asked general questions regarding their qualifications, experience, ambitions, etc. A brief reading/proofreading exercise may be administered.

Applicants Notified of Results

The interview panel will make its decision in mid- November. All applicants will be contacted by mail or phone with the results by late November.

Contacts

UC Davis: Jeri Kemp, Political Science/International Relations Student Services, Room 1273 Social Sciences/Humanities Building. Phone (530) 752-3063. CSUS: Dr. Jean Torcom, Director of Liberal Studies, Room 2008 Lassen Hall. Phone (916) 278-6432. State Capitol: Brian Ebbert, Room 3196 State Capitol, phone (916) 319-2364.

General Information

2002 Legislative Clerk Internships

Description

Five full-time, paid internships at the State Capitol are available for Spring/Summer 2002. The five positions are: "Desk Clerk"; "Amending Clerk (2)"; "Engrossing and Enrolling Clerk"; and "Floor Analysis Assistant." The interns perform duties as legislative clerks, actually working on the Floor of the State Assembly. Students learn the legislative process, and get to witness public policy being formulated, debated, and voted on. Although the interns' duties are basically clerical and administrative, the students learn the legislative process, perform official functions, and earn substantial college credit.

Internship Dates

Position	Capitol Location	Start/End Dates
<i>Desk</i>	<i>Chambers</i>	<i>Jan. 16 – Sep. 15, 2002</i>
<i>Amending (2)</i>	<i>Office/Chambers</i>	<i>March 25 – Sep. 15, 2002</i>
<i>Floor Analysis</i>	<i>Annex Office</i>	<i>March 25 – Sep. 15, 2002</i>
<i>Engrossing</i>	<i>Basement of Historic Capitol</i>	<i>March 25 – Sep. 15, 2002</i>

Salary and Hours

Salary is \$1,575 per month. No overtime pay. No health benefits. Interns work full-time hours as legislative employees. Generally, employees will work Monday through Friday, 9 a.m. to 5 p.m., with a 1-hour lunch break. However, during high-volume legislative periods, employees may be expected to work long hours and some weekends as necessary. The Legislature generally grants its employees paid leave on State holidays (e.g., Memorial Day).

Guest Speakers – The Enrichment Program

The internship's Enrichment Program provides interns with the chance to hear from key players in the Capitol in a small group environment. These special guests offer their views on the legislative process, politics, and policy issues. Guest speakers have included legislators, lobbyists, news reporters, and staff from the executive and legislative branches.

General Information – continued

Cross Training and Reassignment

Interns will be afforded the opportunity to participate in different areas of the Chief Clerk's office. At any point in the internship, students may be reassigned to other areas to meet the needs of the office.

Employment

Interns, like all legislative staff, "at-will" employees; they serve at the pleasure of the California Legislature, and may be terminated without cause at any time. Newly hired interns must fill out all personnel paperwork required by the Assembly Rules Committee as a condition of employment.

Ethics

The Office of the Chief Clerk is a non-partisan office that serves all Members of the California State Assembly. Political campaign work and partisan favoritism are not allowed or tolerated. Additionally, interns are subject to the ethical standards detailed in the Assembly Employee Manual.

Parking and Transportation

It is the responsibility of interns to arrange flexible and reliable transportation to and from work. All-day parking lots are within walking distance of the Capitol. Intern Salaries were increased to assist in parking costs.

Not a Policy – Oriented or Political Internship

These internships are NOT policy – oriented positions. Interns, like other staff, will perform many "mundane" duties (e.g., photo-copying, collating, etc.) Interns learn the process and procedures, but are NOT active participants in partisan or policy issues.

Eligibility and Requirements

Eligibility

Upper division students from U.C. Davis and California State University Sacramento are eligible to apply.

Exceptions for Graduating Seniors/Post – Graduate Work

Students who are graduating prior to August 2002 or who have recently graduated from CSUS or UCD are also eligible to apply, and may be able to negotiate course credit for post-graduate work with the universities.

Prerequisites

Students of any major with an interest in government may apply. Candidates must be detail-oriented and be committed to working full-time hours, plus extra hours as needed during periods of heavy workload.

Desirable Skills

Proofreading and editing skills, working well under deadline pressure, excellence in working in a team environment, and research skills are important qualities desirable in an intern candidate.

Campus Requirements

Interns are expected to be enrolled in their respective campus internship course and are required to complete the academic components imposed by the universities. The internship coordinator will be in contact with campus administration to determine the on-going student status of each intern prior to hiring and periodically during employment.

Disqualification

Interns may be disqualified from participation in the program if campus administration determines that the student is not satisfactorily completing the academic or enrollment requirements of the university.

Enrollment Flexibility

UC Davis students have several enrollment options, including earning units retroactively after completing their internships.



What is the Chief Clerk's Office?

- Keeping all the bills, papers, and records of the proceedings and actions of the Assembly.
- Publishing the official documents of the House, including the *Daily Journal* (the minutes of each floor session), the *Daily File* (the agenda), and the *Assembly History* (list of all actions taken on every bill).
- The Chief Clerk is the Parliamentarian of the Assembly, whereby he advises the presiding officer on parliamentary procedure.
- Performing the actual amending of legislation.
- Providing Members an analysis, prepared by committee staff, of every bill and amendment on the Floor.
- Engrossing legislative measures (proofreading amended bills against the officially adopted amendment).
- Enrolling passed measures, and transmitting them to the Governor or Secretary of State.

Duties of the Chief Clerk

The Chief Clerk is one of the three nonmember, nonpartisan officers elected by the Assembly at the beginning of each two - year session. The position of Chief Clerk was created by California's first State Assembly, which convened in San Jose on December 17, 1849. The duties of the office have expanded greatly since the early days of our state.

The Chief Clerk and his staff now engage in a wide variety of tasks, from publishing the Assembly's official documents to amending and proofreading all legislation considered by the House. Senior staffers also provide Members and staff advice on parliamentary procedure relative to floor sessions. Additionally, the Chief Clerk plays an important role in the official orientation for newly - elected Members of the Assembly following every general election.

The current Chief Clerk, E. Dotson Wilson, was first elected in January 1992, and has been unanimously reelected by the Members of the Assembly for each session since 1992. He serves as the Parliamentarian of the House, and is in charge of a 29 member staff of legislative clerks.

What is the Chief Clerk's Office?

- continued

Overview of the Chief Clerk's Office - continued

The base of operations for the chief Clerk and his staff is the Assembly Chamber. A long desk spans the width of the Chamber, and serves as the permanent work station for a dozen clerks, who process the thousands of bills and publish thousands of pages of information for the public record. Information compiled by this staff is made available to millions of computer - users via the Internet. The "Office of the Chief Clerk" is a suite located on the third floor of the Capitol Annex, adjacent to the Assembly Chamber. Several assistants work in this office as well, including the Floor Analysis Unit, Amending Clerks, the Resolutions Clerk and others, all of whom play important roles in the processing of legislative information.

The Engrossing and Enrolling Unit is stationed in the basement of the Capitol, and is the processing center for all bills amended in the Assembly. A team of eight proofreaders and two administrative staffers proof every word and punctuation mark to ensure that they match the official language adopted by the House, as well as conforming to specific grammar and style guidelines. When legislation has passed both Houses, the Engrossing and Enrolling Unit prepares and delivers the bill to the Governor for consideration.





Information Technology in the Legislature

Computers at the Capitol

The California State Assembly is by far the most technologically advanced body in the United States. Laptop computers sit on each Member's desk in the Assembly Chamber, providing Members with touch - screen access to detailed legislative information, bill text, analyses, vote information, etc. The Chief Clerk's staff is responsible for maintaining and updating a large portion of this information, most of which is downloaded to the Legislative Inquiry System and made available on the internet.

The Office of the Chief Clerk prides itself not only in the facilitation of technological advancement, but actually initiating substantial computerized automations of publications and other hard - copy information. Over the years, such technological advancement has helped to reduce paperwork, streamline the legislative process, and make information more easily accessible to Members of the Legislature and the public.

Citizens may access important legislative information via the official website for California legislative information. Bill text, analyses, California statutes, and links to an array of governmental entities' websites are available at this site (**www.leginfo.ca.gov**). The Assembly also maintains its own site on the World Wide Web (**www.assembly.ca.gov**). This website contains legislators' biographies, addresses, phone numbers, and important links to governmental information.

Interns are offered training so that they may use the array of computer applications utilized in the processing of legislation.

Career Opportunities

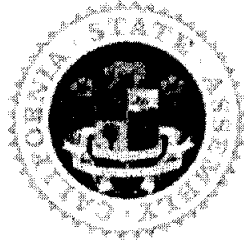
Getting your Foot in the Capitol Door

Many graduates of the internship program have remained in the Capitol in various capacities, having used their experience in the Chief Clerk's Office as a stepping stone to future careers.

Some Jobs Acquired by Interns After Completing Program:

Advertising Agency
Campaign Staff
Capital Fellows Program
Corporate Marketing
Governor's Office staff
High School Teacher
Legal Assistant
Legislative Aide
Legislative Committee Consultant
Legislative Committee Secretary
Legislative Clerk
Loan Officer
Lobbyist
Transit Agency Planner
And many more...

*Assembly Chief Clerk Paid Legislative Internship Program,
Established 1989*



Providing Students with Excellent Legislative Experience
Since 1989

California State Assembly
Office of the Chief Clerk
October 2001